

NAVY PERSONNEL COMMAND



**Bureau of
Naval Personnel**

NAVY PERSONNEL



Enlisted Advancements Branch (PERS-4811)

**Board Sponsor: PSCM(SW) VIC
SMALLWOOD**

Phone: (901) 874-2245 DSN: 882-2245

Email: victor.smallwood@navy.mil

Visit our Web Site:

<http://www.npc.navy.mil/Boards/ActiveDutyEnlisted/>

PERS-4811 Staff

- **PSCM(SW) Vic Smallwood**
(901)874-2245
- **PSC(SW/AW) Marlon Tumbado**
(901)874-3224
- **PSC(SW/AW) (Lew) Lewis**
(901)874-3238
- **PSC(AW) Marcia Bentley**
(901)874-3217
- **Ms. Beth Vaughn**
(901)874-3217

PERS-481 Functions

- **Administer the Navy Enlisted Advancement System**
- **Sponsor for Master/Senior/Chief Petty Officer Selection Boards and Special Boards**
- **Waivers of Advancement Eligibility Requirements for Rating Entry and Exam Participation**
- **Primary Advisor to the Board for Correction of Records and Congressional Liaison for Matters Concerning Enlisted Advancements**

PERTINENT INSTRUCTIONS

- **BUPERSINST 1430.16E ADVANCEMENT MANUAL (Currently Under Review)**
- **BUPERSINST 1430.17E COMMAND ADVANCEMENT PROGRAM (Being included into 1430.16F)**
- **BUPERSINST 1401.2 SPECIAL ENLISTED SELECTION BOARDS (Being included into 1430.16F)**
- **VARIOUS NAVADMINS**

PARs (No longer required or available)

**NON-Residential Training Courses
(Professional and Military
Courses)**

**“Do your courses,
Do them early,
Do them often!”**

200 Question Rating Exam **(3 hours allotted)**

Professional Military Knowledge Questions

- E4 - 50 Military Questions**
- E5 - 65 Military Questions**
- E6 - 85 Military Questions**
- E7 - 100 Military Questions**

Why Do Results Take So Long ?

- **Exam Center must receive at least 90% of Navy Wide Answer Sheets prior to results being published.**
 - **(Grading is done as Answer Sheets arrive)**
- **Substitute Exams**

EXAM DATES

March
PO1 1ST THUR

September
1ST THUR

PO2 2ND THUR

2ND THUR

PO3 3RD THUR

3RD THUR

**CPO ALWAYS 3RD THURSDAY OF
JANUARY**

TIR Waiver for Top Performers

- **Authorized by Commanding Officer**
- **For E6-E7 candidates**
- **EP on most current “Periodic” Eval**
- **No “Special” or Transfer” Eval to establish waiver eligibility**
- **Eval must be a periodic ending prior to the**

Adjustments to Final Multiple Computation for E4-E6

- **Elimination for credit for Length of Service**
- **Double the weight of PNA points**
- **PMA multiplier increased 20%**
- **Elimination of Credit for Warfare Qualifications and Voluntary Education**

Final Multiple Computation

Exam		Computation	Maximum Points and %		
FACTOR	PAYGRADE		E-4/5	E-6	E-7
Standard Score	ALL	Indicated on Exam Profile Sheet	80 (34%)	80 (30%)	80 (60%)
Performance	E-4/5	(PMA X 60) -156	84 (36%)	110 (41.5%)	52 (40%)
	E-6	(PMA X 60) - 130			
	E7	PMA X 13			
Service in Paygrade	E-4/5	(2 X SIPG) +15	30 (13%)	34 (13%)	
	E-6	(2 X SIPG) + 19			
Awards	E-4/5/6	Values in Adv Manual	10 (4%)	12 (4.5%)	
PNA Points	E-4/5/6	2 X PNA Points from last 5 cycles	30 (13%)	30 (11%)	
Maximum FMS Points Possible			234	266	132

E6 Final Multiple Spread

Factor	Maximum Points	Minimum Points	
Test Score	80 (30%)	35	
PNA Points	30 (11%)	0	
PMA	110 (41.5%)	86	
Service in Paygrade	34 (13%)	25	
Awards	12 (4.5%)	0	
Total	266 (100%)	146	

E4/5 Final Multiple Spread

Factor	Maximum Points	Minimum Points	
Test Score	80 (34%)	35	
PNA Points	30 (13%)	0	
PMA	84 (36%)	60	
Service in Paygrade	30 (13%)	17	
Awards	10 (4%)	0	
Total	234 (100%)	112	

E7 Final Multiple Spread

Factor	Maximum Points	Minimum Points	
Test Score	80 (60%)	35	
PMA	52 (40%)	46.8	
Total	132 (100%)	81.8	

This Web Site is absolutely the best source of Official information in preparing for an exam.

- **Bibliographies for Advancement** - These are exam specific meaning every question on the exam for which the Bib is prepared will come from a reference in the Bib.
- **Catalog of Nonresident Training Courses**
- **Advancement strategy guides available on advancement web site.**
5 rating specific guides available now, with the rest to follow soon.
- **Training Manuals, Nonresident Training Courses & Special Publications** - Soon, most courses will be available for online enrollment.

One last thing...

**How well you do on a Navy examination is
determined
by how many questions you answer correctly...
SO...**

**Answer Every
Question!**

Things You Should Know About Enlisted Selection Boards

Fleet Reserve

- **Application for Fleet Reserve
Renders you
ineligible for Selection Board
Consideration
unless your Fleet Reserve date is
High Year
Tenure (HYT) mandated**

QUOTAS FOR SELECTION

- **Quotas are established by N13 based on end-strength numbers in the different rates and needs of the Navy.**
- **N13 provides the quotas to PERS-4811**
- **PERS-4811 conducts the selection board and recommends promotion based on these numbers**

RELEASE OF QUOTAS

We can not release quotas until all board members have been sworn in.

Quotas are normally put out around the second day of the Selection Board proceedings

PERCENTAGES

Eligibles	Selected	Percent
E9/3,159	457	14.47
E8/13,667	1,726	11.50
E7/19,662	5,294	26.93

TIR Waiver for Top Performers (EP)

- **Authorized by Commanding Officer**
- **For E6-E7 candidates**
- **EP on most current “Periodic” eval**
- **No “Special” eval to establish waiver eligibility**
- **Eval must be a periodic ending**



Early Promote Waivers

<u>Board Eligible</u>		<u>Selected</u>	
<u>Percentage</u>			
FY02	687	322	
47.0%			
FY03	672	246	36.6%
FY04	758	309	
40.8%			
FY05	812	251	

PACKAGES

	<u>Eligibles</u>	<u>Packages</u>
CPO	19,662	14,464
SCPO	13,667	6,124
MCPO	3,159	1,533

PACKAGES DUE DATE

MCPO/SCPO
CPO

13 January
12 May

**Packages must be postmarked by these
dates**

Membership Considerations

Board Member composition will be determined by:

- **Rating**
- **Minority**
- **Gender**
- **Geographic Location**
- **Community (i.e. type aircraft, SPECWAR)**
- **Special Qualifications**
- **Number of Records to be Reviewed**
- **Prior Board Experience**

Board Composition

President - Voting Member
Ensures compliance with
precept

Voting Members - Master Chief Petty
Officers
Officers (CDR, LCDR)
Warrant Officers (W3,
W4)
Recorders - Provide admin support

Board Composition

**Thirteen Panels for Record Review:
1, O-5 (One LDO/CWO on large
panels)**

**3-10, Master Chiefs
Related Ratings and Special Qualifications Where
Possible**

Communications Panel

Engineering

Surface Deck Panel

Weapons Panel

Health Care Panel

Seabee

Administration Panel

Intelligence

Panel Hull/Engineering Panel
Panel

Supply

Board Precept

- **Convening Order to the President**
- **Provides Quotas by Rating**
- **Provides number of “Early Candidates” the board can select.**
(Applies only to active duty enlisted members)
- **Provides Approved Membership**

Board Precept

Provides specific guidance from the Chief of Naval

Personnel concerning:

- **Always first and foremost, select best and fully qualified**

- **Special Qualifications and Collateral Duties**

- **Female and Minority Personnel (Equal Opportunity)**

- There are no female or minority quotas. Be aware there are still people in the Navy who have been denied the opportunity for assignment to some duties due to gender or ethnic origin because of legal restrictions or needs of the Navy

- **Adverse Information -**

- If occurred within the past five years, must be disclosed to the entire board if member is recommended for selection.

- **Innovation Guidance -**

Board Process

- Briefs on EEO, EVALs/FITREPs
- Board is sworn in.
- Discussion of criteria for selection
- Assign Records randomly within Panels
- Record Review - Score Records, Crunch Re
- Develop Slate - Brief President
- Tank - Present Slate to Board Members
- Vote - Majority Required
- Compile Results for Presentation to CNP
- Call out with

CNP Please



Selection Boards are Looking For?

Test Score (E7 only)

Indicator of Professional Knowledge

Evals/Fitreps Source Document

Break Out Against Reporting Senior's Average

Break Out in Numbers

Promotion Recommendation

Consistent? Improving? Declining?

One of One vs Playing in Traffic

Description of Duties

Job Scope, Leadership, and Level of Responsibility,

Impact of Position on Command Mission

Difficult/Arduous Duty? Increased

Responsibilities?

Professional Maturity and Experience

History of Assignments (normal sea/shore rotation)

Performance Narrative

PRIORITIZE

- Comments separating Candidate from Peers!
- Performance of Primary and Collateral Duties
- Does Documentation of Performance support Marks and Promotion Recommendation?
- Qualitative and Quantitative Comments Concerning Candidates Contributions to

- **Warfare Qualifications**
(SW/AW/SCW/SS/FMF/EOD/DSW/SEAL/SWCC)

If you're at a command where you can get a warfare pin, get it! It is a requirement!

- **Special Qualifications**
(NAC/MTS/ATS)

- **Awards**

More recent personal awards are more valuable

- **Education - Schools, Courses, etc;**

helpful, but not required

- **Community Service - Leadership Roles;**

helpful, but not required

- **Collateral Duties-**(i.e. Career Counselor, DAPA, CMEQ, CAT,

CTT, DCTT, CDB, EOOW, CSOW, Indicator of Initiative,

Leadership and Contribution to Command)

Potential

Taking all of these things in to consideration, what is the candidate's potential to serve in the next higher pay grade?

The Slating Process

This is the final stage of the selection process (i.e. An example would be a slate of all ADC candidates.), the panel must present that slate to the board for approval.

The panels justify their recommended selections to the board. Essentially, the panel must explain to the board why the last select is a better candidate than those who were competitive but not selected. The panel must answer any and all questions asked by the board about the slate to the board's satisfaction.

Once discussion is concluded, the board will vote on the slate. A majority is required to approve the



Upon Board completion, the Board President, Board Sponsor and Head Recorder callout with CNP.

- **Hotwash of Board Proceedings**

When CNP approves Board, results are released to BUPERS ACCESS for notification by Commanding Officers.

When will I get paid?

- **E-6 and below:**
 - **those who scored the highest get paid first from the final score.**
- **E-7 thru E-9:**
 - **Paid by Seniority (Time in Rate)**
 - **We are currently receiving 3 month increments from the Exam Center**

MAINTAIN YOUR RECORD

- **Check for:**
 - **Regular Eval/Fitrep continuity**
 - **Awards**
 - **Education Information**
 - **Special Qualifications**
- **Order your PSR and Microfiche Record/CD**
 - **www.bol.navy.mil**

BOARD CORRESPONDENCE

- **Letter to the Board**
 - Letters may be addressed to the President from eligible candidates and received up to the Selection Board convening date
 - May include anything that eligible candidate feels should be in record for board's consideration
- **No Third Party Correspondence**
- **Paper Documents**
 - Validated by appropriate NPC authority
 - Do not send Originals, they will not be sent back
 - Do not send Duplicates of items already in Service Record
 - Do not Highlight items on your documents mailed

Check and Compare YOUR Record

BOARD CORRESPONDENCE

- MAKE SURE CORRESPONDENCE IS MAILED **BEFORE** LAST DATE FOR SUBMISSION
 - Don't mail package Friday and call Monday to see if it was received!
 - Could take 3-4 weeks to process a package

**CHECK YOUR RECORD - DO NOT
SEND DUPLICATES OF ITEMS IN YOUR
RECORD!!!**

Selection Boards/ Enlisted Advancements

- **Listing of Eligible Candidates**
- **Precept**
- **Membership**
- **Quotas**
- **Select Message**
- **Factors for Selection**

Log in for information on advancements and results of promotion/continuation selection boards

PERSONAL ACCOUNTS:

- Pre-board - can view name, package received.**
- Post-board - can view *select status* when NAVADMIN is released**

COMMAND ACCOUNTS:

- All of the above, plus *select status* prior to NAVADMIN release**









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QUESTIONS ?